

City of Chattanooga, TN
Personnel Class Specification

Class code 0652

FLSA: Exempt

CLASSIFICATION TITLE: PRETREATMENT COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/technical work functions associated with coordinating pretreatment program activities, issuing industrial wastewater discharge permits and compliance schedules, and initiating enforcement actions for noncompliance as required by the Environmental Protection Agency.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Coordinates all aspects of the industrial waste pretreatment inspection program as required by the Environmental Protection Agency's general pretreatment regulations and State of Tennessee directives; supervises pretreatment inspections of manufacturing industries with wastewater discharge permits to ensure pretreatment compliance with all applicable regulations; initiates any actions necessary to correct deviations or violations.

Enforces all applicable federal, state, and local codes, laws, rules, regulations, standards, policies and procedures regarding industrial wastewater compliance.

Consults with management, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with other departments, consultants, engineers, company owners/managers, regulatory agencies, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; provides information and responds to questions related to industrial wastewater rules and regulations or other department activities.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures department adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures that all industries are monitored and inspected correctly and within appropriate timeframes per federal standards.

Prepares/issues industrial waste discharge permits and compliance schedules; issues special permits and requirements for unusual discharge requests to the sewer system.

Assists city attorney in preparing cases involving industrial violations; testifies in court regarding industrial wastewater noncompliance.

Conducts field inspections of manufacturing facilities; inspects chemical storage areas, hazardous waste generation areas, and spill prevention/control procedures; reviews/inspects discharge monitoring reports, charts, and analytical data to ensure accuracy or to identify falsification; advises industrial dischargers on procedures for improving operations; conducts follow-up inspection visits to very completion of any required work.

Investigates reports of spills, unknown discharges, and illegal/unauthorized dumpers.

Prepares violation notices and related documentation; reports violations to appropriate agencies; tracks violations and compliance status of permit holders.

Initiates enforcement action for noncompliance.

Assists state agencies with special investigations as needed.

Coordinates procedures with state pollution officials regarding violations involving both city and state jurisdictions.

Coordinates procedures with law enforcement and fire officials regarding discharge of hazardous materials to sewer.

Directs sewer system investigations and inspections.

Initiates and directs new projects and methods of monitoring.

Performs various manual tasks, which may include locating buried manholes, lifting manhole covers, testing for gas/oxygen levels, collecting samples, testing samples, and performing minor equipment repairs.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a utility vehicle, water craft, trailer, sampler, flow meter, pH meter, metal detector, gas detector, oxygen detector, self contained breathing apparatus, pick, shovel, and mechanic tools.

Supervises general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of departmental equipment and supplies; initiates requests for new or replacement materials.

Assists in developing and implementing departmental budget; monitors expenditures.

Assists in developing, updating, and implementing departmental policies and procedures.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; analyzes data and identifies trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Generates manual and/or computerized reports; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Prepares or completes various forms, reports, correspondence, lists, permits, notices, work orders, schedules, performance appraisals, purchase orders, or other documents.

Receives various forms, reports, correspondence, work orders, permit applications, photographs, laboratory reports, meter readings, charts, manuals, regulations, engineering drawings, job applications, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Attends meetings as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the

profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Collects samples when needed.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Environmental Science; supplemented by three (3) to five (5) years previous experience and/or training that includes industrial pretreatment monitoring and water/wastewater sampling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment

to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sound, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.